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## Kitchen Manager

**YMCA Blue Ridge, a historic conference center in Black Mountain, NC, is seeking a Kitchen Manager.**

Located in the heart of the beautiful Blue Ridge Mountains of western North Carolina in Black Mountain on a picturesque 1,200-acre campus, YMCA Blue Ridge Assembly is a non-profit conference and retreat center.

Under the guidance of the Food Service Director at YMCA Blue Ridge Assembly, the Kitchen Manager will be responsible to provide the highest quality of food service for guests and staff. The kitchen Manager will be in charge of maintains kitchen regulations and procedures in compliance with administrative policies, assists and supervise other cooks, salad bar attendants, helpers and/or dining room staff as needed, and provides assistance to the Food Service Director with monthly inventory, ordering and kitchen operations.

### QUALIFICATIONS AND SKILLS

- Associates degree is required; bachelor's degree preferred in the areas culinary arts, hotel/restaurant management or related field. Those with bachelor's degrees in other fields should have at least 5 years practical experience in a supervisory kitchen position.
- Experience with large volume cooking
- Proficient in all varieties of cuisine, including southern homestyle, vegetarian upscale, vegan, and international cuisine
- Thrive in a fast-paced and often rapidly changing environment
- Serv Safe certified or ability to become certified within 3 months.
- Have the capacity to support an energetic team of cooks of varying experience and skill levels.
- Willingness to consistently work a variety of shifts as needed, including evenings, weekends and holidays
- Professional demeanor and the ability to work well with staff, volunteers, stakeholders and partner organizations.
- The capacity to develop and maintain meaningful relationships at various levels inside and outside the organization is essential for success.
- Motivation and commitment to work independently and be self-directed
- Critical thinking and sound judgment
- Outgoing and engaging personality along with the ability to connect with people from a diverse array of backgrounds. We are seeking a dynamic candidate who truly enjoys working with and serving our diverse clientele.

### RESPONSIBILITIES

- Directs and executes all activities of the kitchen to provide the highest quality food service for guests.

- Maintain up to date, accurate, monthly records and reports to include usage reports and food inventory.
- Monitoring inventory and purchasing supplies and food from approved vendors.
- Hire, train, and supervise all kitchen staff.
- Maintain control of food budget as it pertains to the kitchen and keep expenditures in line with the approved budget.
- Develop unique and cuisine appropriate menus.
- Identify and introduce new culinary techniques.
- Assist and direct all kitchen staff in meal preparation, creation, and presentation of all meals.
- Preparing meals and completing prep support as needed
- Maintaining the kitchen and surrounding areas in condition that meet the standards of YMCA Blue Ridge Assembly and health code regulations.
- Stay current on developing trends in the food industry.
- Use proper food preparation practices, with attention given to presentation and taste, while meeting scheduled service times
- Rotate and store Blue Ridge food service stock using proper storage and disposal of all leftovers procedures
- Assist management in ensuring that staff is instructed in the proper use, care and maintenance of kitchen equipment
- Confer with Food Service Director regarding any problems within Blue Ridge food service operations.
- Cultivate a spirit of cooperation and teamwork within the Food Service department and with all other departments.

## COMPENSATION AND BENEFITS

- Salary dependent upon qualifications and experience. (\$45k - \$48k)
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served.
- Free family membership to the Y of WNC, after a 90-day review period.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).

## APPLICATION PROCESS

Interested candidates should send their resume and three references to the HR/Accounting Specialist, Bruno Vandorsee, at [bvandorsee@yblueridge.org](mailto:bvandorsee@yblueridge.org). The application can be also submitted at the following link: <https://blueridgeassembly.org/join/employment-application>